How to Upload Local Calendar Data to FermiMail

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Overview

This note describes the recommended procedure to upload local Outlook 2010 calendar data to a FermiMail calendar. The major steps are:

1. Identify the Calendars: Are your calendars local or stored in FermiMail?
2. Export the Local Calendar: Export the local calendar to a calendar file.
3. Import the Local Calendar: Import the calendar file into FermiMail for long-term use.
4. Clean up the Local Calendar (optional): Delete the local calendar if no longer useful.

Requirements

- This procedure assumes that Outlook 2010 is being used.
- This procedure does NOT require an empty FermiMail calendar before executing. It will add the uploaded events to the FermiMail calendar.

A. Identify the Calendars

1. Identify which calendar is local (if any) and which is stored in the FermiMail service (if any).
    a. Find the calendar you are interested in. Right-click on it, and select **Properties**
        i. **Location** for a local calendar looks like: \\Outlook\Calendar
   ii. **Location** for a FermiMail calendar looks like: (your email address) \Calendar

Local Calendar Location

FermMail Calendar Location
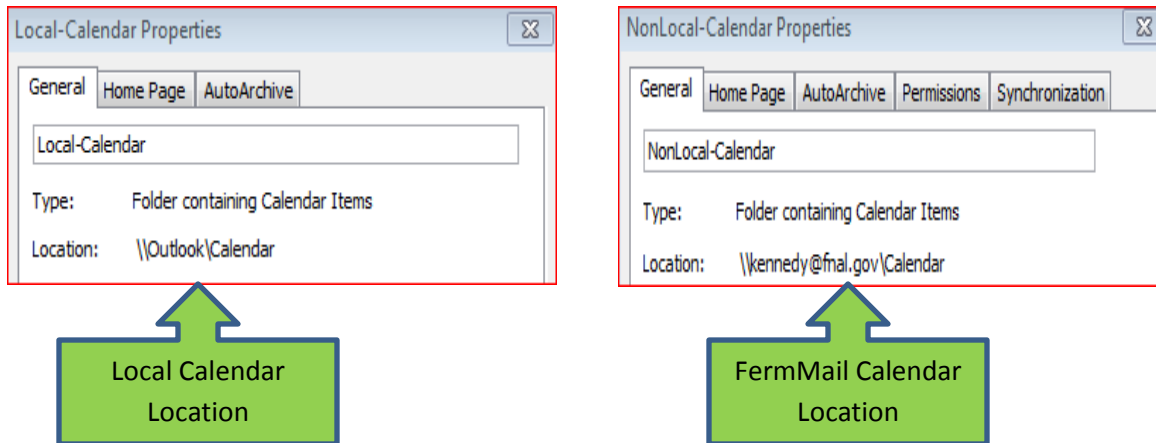
    b. If you have both a local and a FermiMail calendar with the default name "Calendar", then your My Calendars list will distinguish the two by greyed out text. Your email address will indicate the FermiMail calendar, and "Outlook Data File" will indicate which the local calendar.
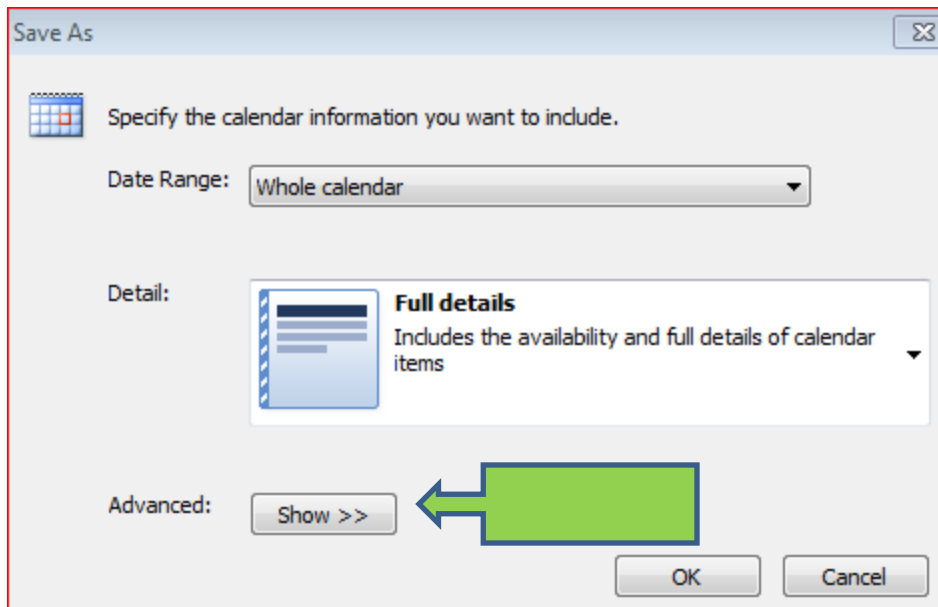

FermiMail Calendar

(note email address)

Local Outlook Calendar
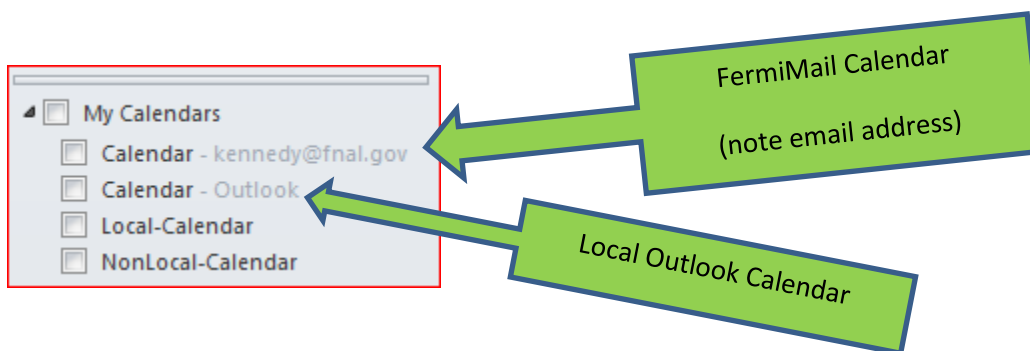
    c. This procedure will upload/import events from a local calendar to a FermiMail calendar.
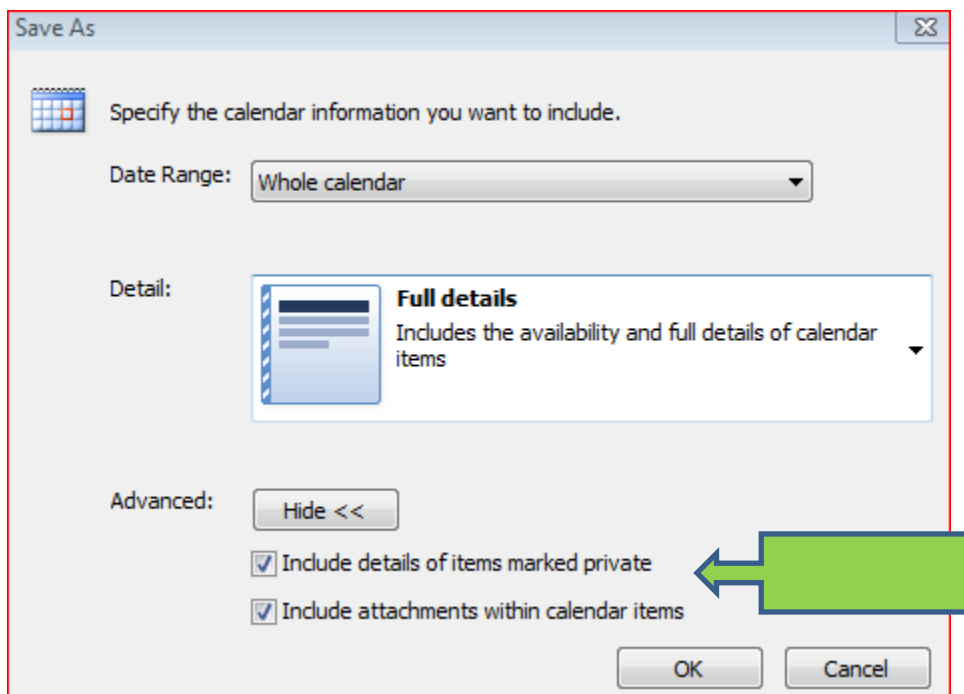
B. Export the Local Calendar

1. Export the local Outlook calendar to the file LocalCalendar.ics
   a. Select **File**, then **Save Calendar**
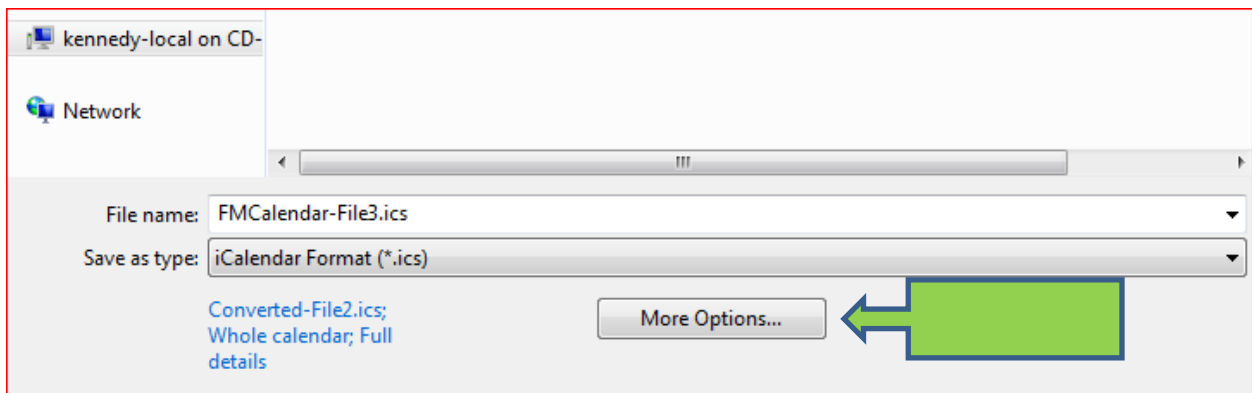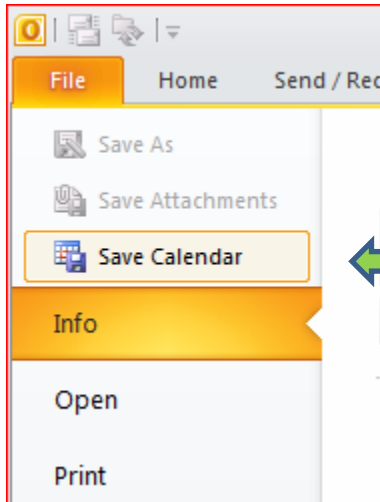
   b. Set the filename (here, LocalCalendar.ics), but DO NOT SAVE YET.
   c. Select **More Options…**

d. Select **Date Range: Whole calendar**
e. Select **Detail: Full Details**
f. Select **Advanced: Show>>>**


g. Check **Include details of items marked private**
h. Check **Include attachments within calendar items**
i. Click **OK**
j. A dialogue box will open, **"… include the calendar anyway?"** Click **Yes.**
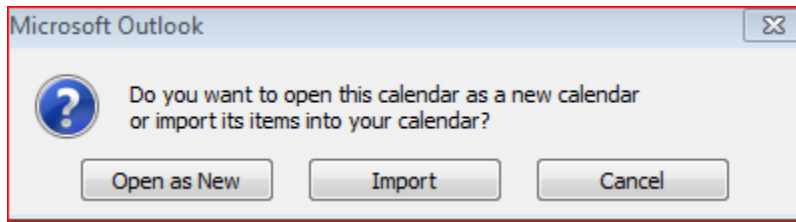k. Click **Save**

C. Import the Local Calendar

1. Import the local calendar file using Outlook 2010 on Windows
   a. Select the **File** tab, then **Open**
   b. Select **Import**
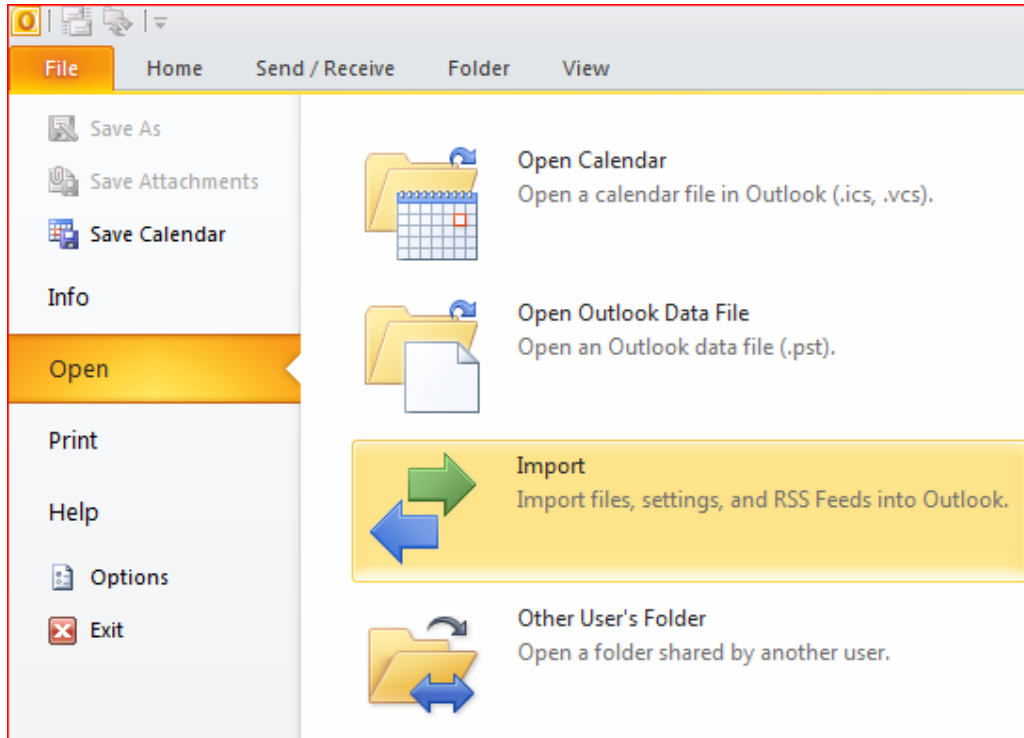
   c. Select **Import an iCalendar File (.ics) or vCalendar file (.vcs)**
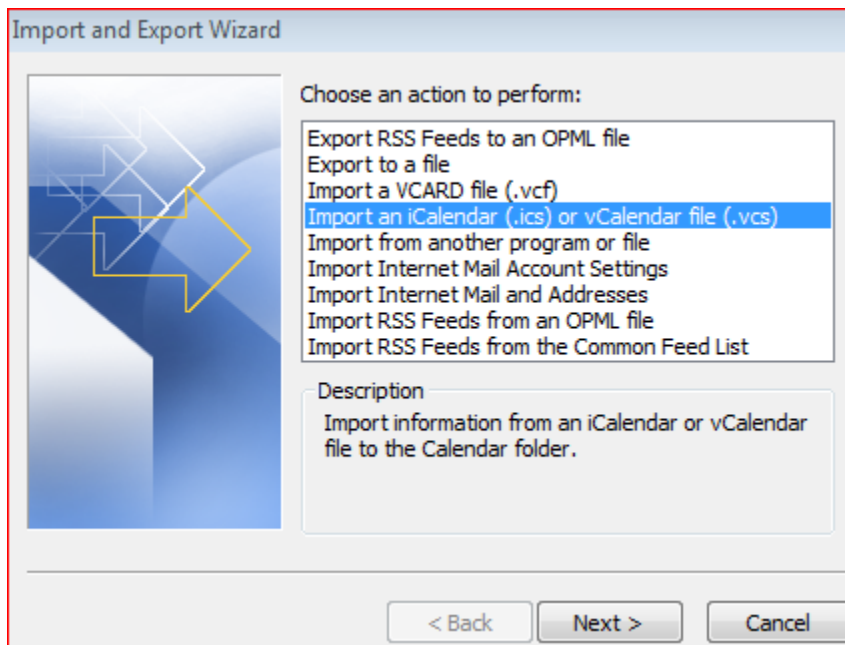
d. Select the file, in this example LocalCalendar.ics, and then click **OK**.

Microsoft Outlook

Do you want to open this calendar as a new calendar or import its items into your calendar?

Open as New   Import   Cancel

e. <u>USER Choice</u>:

    i. Select **Import** if you wish to upload these events directly into your FermiMail calendar, OR

    ii. Select **Open as New** if you wish to upload this local calendar as a new calendar stored in FermiMail. It will show up under "Other Calendars".

f. *<u>Your local calendar upload is complete.</u>*

D. Cleanup the Local Calendar (optional)

1. Delete the local calendar if it is no longer useful. We recommend you keep it until you are sure that all the local calendar content was uploaded successfully to FermiMail.
    a. **DO NOT DELETE** "Calendar – Outlook". You can deselect it so that you no longer see it.
    b. Find the local calendar in left column
    c. Right-click on that calendar, select **Delete Calendar**
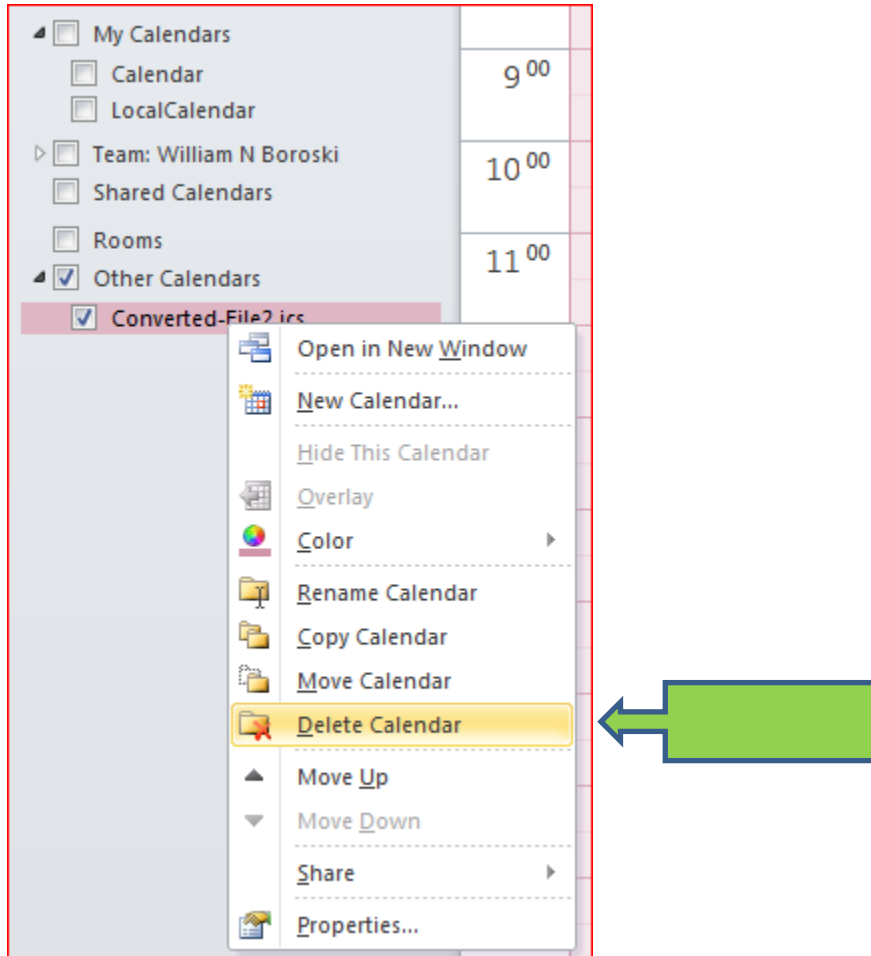
    d. Click **Yes**

End Results

- The content of the Meeting Maker calendar has now been imported into FermiMail. You may begin to maintain these Events in FermiMail going forward.

- Meeting invites are not re-issued in this procedure. If you wish to issue meeting (re-)invites for a meeting you just imported, then you may make a modest change to the meeting, perhaps add a little text to the Description, and then "Send Update" to the meeting invitees in the To list.